

Cottonwood Heights Arts Council Meeting**June 11, 2018****6:00pm – 7:30pm – City Hall****Scribe: Jannalee Hunsaker****In Attendance: Jannalee, Felicia, Katy, Mike, Becky, Kim, Elise, Sheila, Bill****Not in Attendance: Jennifer, Emily**

Member	Agenda Item	Discussion	Action Items Assignments
Becky	Roll Call	Becky called the meeting to order at 6:05.	
Becky	Message	<p>Message from City – Bryce Haderlie - Assistant City Manager - thank you to the arts council for all they do. With the recent city restructuring and budget cuts - the arts council and it's programs were not affected. Mike also kindly reminded the council that we need to be responsible and careful with city funds,</p> <p>Kim also let the the council know that this will be her last council meeting as the city liaison. The time and efforts that Kim has contributed to the city over the past few years has helped get the arts council on the map. We wish her all the best!! She will continue to support the musical as the Producer.</p> <p>Felicia also announced that she is taking a leave of absence to get married. She offered to help if we're in a crunch, and that she'll most likely come back.</p> <p>Natalie also has had to leave the council due to family conflicts.</p> <p>Council members need to help recruit new council members!!</p>	
Becky		<p>BIG the Musical Assignments:</p> <p>Marketing: Katy will try to arrange a TV spot, Social Media, Set up events page on Social media.</p> <p>Banners and Social Media advertising: Jannalee and Katy will be posting lots of publicity to social media.</p> <p>Ticket sales to cast - Elise will come sell to cast for \$1.00 off each ticket.</p> <p>Buy candy and water:</p> <p>Get city coolers to theatre:</p> <p>Buy Ice:</p> <p>Cash boxes for each night:</p> <p>Ticket sales each night:</p> <p>Programs & tickets at doors (No home printed tickets this year):</p> <p>Intermission sales each night:</p> <p>Auditorium clean up after each performance:</p> <p>Count money and make nightly deposits to bank after each performance:</p> <p>Learn ticket will call process – City to print online order list and provide each night. Online purchases will have to pick up tickets at will call.</p> <p>Four Square training: Test wifi speed at school prior to opening night:</p>	

		<p>Responsible for Ipad Phone four square purchases: Food treats for cast during tech week and performances: We will ask the Youth city council and parents to fill in as needed. A schedule will be sent around and then emailed out to the council for assignments.</p> <p>24th Parade Assignments: Get truck and trailer – decorate for parade: Get wifi speaker for cast to sing along with: Check batteries for speaker: Flyers printed to hand out: Kim has printed these. Get t-shirts to cast to wear: Kim has ordered. Get parade entry from Ann.</p>	
Becky	Butlerville Days	<p>24th booth time assignments: 5:00 – 7:00 Ticket sales for early bird special. \$1.00 off each ticket. NO BOOTH - just banner at the information area. Need to have poles to stick banner into the ground. Pick Up Tickets for booth sales: Kim - get to Jannalee Money - We want to keep it as electronic purchases using Four Square. Jannalee will download the Four Square app and be ready for this. Jannalee will work with Dave Muir to get this ready.</p> <p>We're going to just put up a banner for the Musical at the Information booth and sell tickets for those 2 hours. Jannalee will be the only council member available to sell tickets at Butlerville days from 5:00-7:00. There has to be 2 council members to take money - make a deposit. Becky could come between 5-6. Kim could help if needed as well.</p>	
Jennifer	Art Show	Art Show needs for September	
Becky	Sponsors	<p>Sponsorships – report any new business sponsors. Sheila - contact Performance Rehab for possible sponsorship. Katy suggested that Perry from the city send an email to all the businesses asking if they'd like to be a sponsor to the arts council..Tuesday noon is deadline.</p>	
	2018 Event Planning	<p>Review and update assignments June-Aug: Summer Musical Sept: Art Show Nov: Tree Lighting Event – Nov 26th.</p>	
		Other?	

Next Meeting – August 8th

Action Assignments

Description		Person Responsible	Due Date	Complete
1	Set up a meeting later in the year for members who would like to give recommendations and share ideas for the tree lighting event.	Jannalee	8.1.2018	<input type="checkbox"/>
2	Talk to Dan about getting donation page on website.	Kim	2.1.2018	<input type="checkbox"/>
3	Finish Marketing Packet and send to graphic designer. Have it reviewed by council prior to printing.	Katy	3.1.2018	<input type="checkbox"/>
4	Ask if we can insert something with the newsletters	Kim	4.30.2018	<input type="checkbox"/>
5	Write up on Becky Crowley to submit so the city can recognize her in the next newsletter Deadline (5.10)	Elise	5.7.2018	
6				<input type="checkbox"/>
7				<input type="checkbox"/>

Parking Lot Items

Excellence in the Community Using Drop Box – Training Council Marketing Kit – See May 2017 notes Marketing Strategies Business Partner Sponsors	Art Festival – group art, photography, music together Fundraising Event Creating an Art Guild Volunteer Pool Power Pole Art project Halloween Monster Mash Party 2018	Write for the Heights – done historically in CH. Jennifer will consider doing something like this for 2018.
---	--	--